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ST. LUKE'S HOSPITAL.

HOUSE REGULATIONS.



NEW YORK:
WYNKOOP & HALLENBECK, PRINTERS,
441 TO 447 PEARL STREET.

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CHAPTER I.

OF THE PASTOR AND SUPERINTENDENT.

1. The Pastor and Superintendent shall be a clergyman of the Protestant Episcopal Church. He shall represent the Board of Managers in the internal administration of the Hospital, and shall be responsible to them for the work of the Hospital in all its departments.

2. He shall administer the duties of his office in conformity with the principles announced in the motto impressed upon the corporate seal, "*Corpus sanare, animam salvare*"—to cure the body, to save the soul—and shall provide the greatest charity to the patients as individuals, securing to them "as guests of the Church" personal consideration and tenderness of treatment from all the officials and ward attendants. He shall faithfully execute the laws which from time to time shall be passed by the Board of Managers in furtherance of this charitable design.

3. In the interims of the meetings of the Executive Committee, the authority and decision of the Pastor and Superintendent shall be final in any question of internal administration which may arise, and he, or his designated representative shall be the sole medium of com-

munication with the press in regard to all matters relating to the internal service of the Hospital.

4. He shall engage and discharge all the employés of the Hospital, except those officers whose appointment and discharge is reserved by the Board of Managers.

5. He shall admit and discharge all patients, according to the rules made by the Board of Managers, exercising his own discretion, however, in doubtful or exceptional cases.

6. He shall conduct or direct all the religious services of the House.

7. He shall draw from the Treasurer a sum sufficient for the House expenses of each month, and shall disburse the same (subject to the approval of the Executive Committee), keeping an itemized account of all receipts and expenditures, which, with the vouchers for the payments and the Auditor's certificate, shall be submitted to the Executive Committee for their examination at each monthly meeting.

8. All of the books of the Hospital shall at any time be open to the inspection of any member of the Board of Managers.

CHAPTER II.

OF THE ASSISTANT PASTOR AND SUPERINTENDENT.

1. The Assistant Pastor and Superintendent shall be a clergyman of the Protestant Episcopal Church. He shall be nominated by the Pastor and Superintendent, and appointed by the Board of Managers. He shall reside in the Hospital.

2. It shall be his duty to assist the Pastor and Superintendent in all those parts of his administration in which he may desire his aid.

3. He shall be in special charge of the Office business of the Hospital, and shall make a daily round of the buildings and grounds and shall be responsible for their good order.

4. He shall see that the subordinate male employes use their time well and keep good hours.

5. He shall promptly report to the Pastor and Superintendent any dereliction in duty on the part of any of the employes of the Hospital which may come to his knowledge, and during the temporary absence of the Pastor and Superintendent shall be empowered to represent him in the government of the Hospital in all of its departments.

CHAPTER III.

OF THE CHAPLAIN.

1. The Chaplain shall be a clergyman of the Protestant Episcopal Church. He shall be nominated by the Pastor and Superintendent, and appointed by the Executive Committee, and shall reside in the Hospital.

2. It shall be his duty to assist the Pastor and Superintendent in those portions of the Pastoral work of the Hospital which shall be committed to his care.

3. He shall record in a book provided for that purpose such facts concerning the Church connection, religious training, and history of the patients as shall enable the Pastors of the House intelligently to instruct each individual.

4. He shall record each of his official acts in the Pastor's Register of the Hospital.

5. He shall assist the Pastor and Superintendent in conducting the daily Ward and Chapel services, and the services with private patients.

6. He shall make a daily round of the wards for personal Christian instruction and consolation of the patients.

7. He shall promptly report to the Pastor and Superintendent any irregularities or dereliction in duty which may come to his knowledge on the part of any of the employés of the Hospital.

8. He shall have special charge of the Library. He shall assist and counsel the patients in the selection of books, and shall endeavor to interest the Lady Visitors to the Hospital in those patients who are strangers and friendless.

CHAPTER IV.

OF THE CASHIER.

1. The Cashier shall be appointed by the Executive Committee.

2. He shall be on duty daily, Sundays excepted, from 9 A. M. to 5 P. M. On Sundays, during the vacation-season, and at such other times as the special duties intrusted to him will allow, he shall assist the Assistant Pastor and Superintendent in the office.

3. It shall be his duty to keep the Hospital cash; (under rules approved by the Executive Committee) to receive and disburse it; and to keep all books and papers pertaining thereto.

4. He shall transmit to the Treasurer daily all checks received at the Hospital, properly indorsed and stamped for deposit.

5. He shall prepare the monthly statement of receipts and expenditures, to submit with the vouchers to the Auditor on the 21st day of each month.

6. He shall act as clerk to the Board of Managers, sending the notices of the various meetings, and copying the minutes of the Board of Managers, of its Committees, and of the Medical Board in their respective minute books.

CHAPTER V.

OF THE MEDICAL BOARD.

By-law XI.—“There shall be appointed annually, at the stated meeting in the month of December, an Attending and Consulting Medical and Surgical Staff, to serve from the 1st of January for the ensuing year.

“Immediately after their appointment they shall organize by the appointment of officers, and shall provide for the proper examination of such candidates for the House Staff as may be recommended to them by the Executive Committee.

“All meetings of the Medical and Surgical Staff shall be held at the Hospital.”

In conformity with the above By-law of the Board of Managers of the Hospital, the Medical Staff are duly organized as an Advisory Board under the following rules adopted by themselves :

1. The Medical Board of St. Luke's Hospital shall consist of the Attending, Consulting, and Special Consulting Physicians and Surgeons.

2. The Board shall hold stated meetings at the Hospital on the Wednesday preceding the last Monday of every month, and shall elect annually a President, Vice-President, and Secretary. Five shall constitute a quorum of a meeting of the Board. Special meetings may be called by the officers of the Medical Board or of the Board of Managers.

3. The Board shall elect annually a Committee on Examinations, who shall decide upon the professional qualifications of candidates for appointment on the House Staff, who are recommended to them for examination by the Executive Committee.

4. The Board shall elect annually a Committee on the Training School for Nurses, who shall conduct the several examinations which are prescribed in the course of instruction as adopted by the Board of Managers, and shall decide on the professional qualifications of the nurses before a diploma is given them at their graduation.

5. They shall receive at each stated meeting reports from the Attending Physicians and Surgeons on duty, and a liquor report stating the amount of alcoholic stimulants consumed, and of opium, its preparations and alkaloids, used in the several departments of the Hospital.

6. They shall discuss all matters relating to the salubrity of the Hospital and the welfare of its inmates, and report to the Pastor and Superintendent such changes and improvements as they may deem expedient for the benefit of the Hospital.

7. The minutes of each meeting of the Board shall be entered in a book provided for this purpose, which shall be left in the hands of the Executive Committee of the Board of Managers.

CHAPTER VI.

OF THE ATTENDING STAFF.

1. Appointments to positions on the Attending Staff are all made with the understanding that during the period of active duty of the appointee in this Hospital he shall undertake no similar hospital duty elsewhere.

2. The professional treatment of the patients in the wards of this Hospital is placed under the skilled care of the Attending Staff, who shall be held accountable therefor.

An Ad Interim Physician and an Ad Interim Surgeon shall be appointed, who shall serve the Hospital with all the privileges and duties of the Attending Staff, when called on so to do by the Hospital authorities. These officers shall hold themselves for duty especially during the months of June, July, August and September, and during these months shall undertake no similar hospital duty elsewhere. While the Ad Interim Surgeon is on duty one of the Attending Surgeons shall always be on duty with him.

The Attending Staff shall be at liberty to appoint a consultation-day, on which the members of the Consulting Staff and the Consulting Specialists may be *regularly* invited to the Hospital, or they may call on any of these appointed Consultants for their advice at any time.

When the Pastor and Superintendent desires, for

special reasons, that a consultation be held in regard to any patient, request may be made to that effect of the Attending Physician or Surgeon in charge.

A consultation book shall be kept in the Office, in which entry shall be made when the visit of a Consulting Physician or Surgeon is desired, the date when the summons was sent from the Office, and the day and hour when it was responded to.

3. The members of the Attending Staff who are on duty shall visit the Hospital daily, and oftener if necessary, and shall on their arrival and departure record the hour in a book provided in the Office for that purpose.

The Attending Physicians when not on duty, and the Members of the Consulting Staff shall retain no patients for their own treatment in the wards of the Hospital.

The Attending Surgeons, when not on duty, may be permitted to retain two patients at a time in the wards of the Hospital.

4. The *long* visits of the Attendings are to be made each alternate day, and shall be as near as possible to three o'clock in the afternoon. The *short* visits, for inquiry concerning the patients in their service, and for treatment of the *sickest* patients, shall be made on the intervening days, in the forenoon.

The Attendings shall regard the general order and convenience of the House, not making their visits at the time of the patients' meals, nor during the hours of Divine Service on Sundays.

5. The Attending Physicians shall see personally every patient in their Division and every private patient under their care during their *long* visits on each alternate day.

6. The Attending Surgeons shall, at least once in each week, and oftener if necessary, examine the condition of each patient in their Division. They shall also visit every

private patient under their care as often as necessary, and at least once on each alternate day.

7. During the hour appointed for the *long* visits of the Attendings on duty the wards will be kept quiet, and free from visitors (except by special permission from the Office), in order to secure to the Attending Staff full opportunity for examination of their patients.

8. The Attending Physicians and Surgeons on duty shall keep personally acquainted with the condition, and shall *order the treatment*, of each patient in their Division. They are not to delegate their responsibility therefor to their subordinates; but the House Staff, acting as their Assistants, are to be held strictly accountable to them for carrying out their professional instructions.

9. Each Attending on duty shall require of his House Physician or Surgeon at each visit a detailed statement of the treatment of his patients, and of the medicines which have been ordered for them in his absence.

At least once in each week the Attending on duty shall examine the medicine slate of each ward in his Division, that he may thus keep personal control of the treatment of each of his patients.

10. The Diet List of the Hospital will be furnished each Attending, and in the case of those patients requiring special diet, the *class* of diet desired, as stated in the Dietary, shall be specified in the Order Book by instruction of the Attending in charge. In case any special *article* of a class, or any article *not classified* is thought necessary, that article shall be mentioned by the Attending on the Order Book. The Head Nurse of each ward will be held responsible for the execution of such orders.

11. Cases requiring Surgical treatment shall not be re-

tained in the Medical Department, unless only minor operations are needed ; neither shall any case requiring Medical treatment only, be retained in the Surgical Department.

12. Written notice of the nature and time of each operation proposed, and of the name of the patient on whom it is intended to operate, shall in all cases be made to the Pastor and Superintendent. Except in cases of emergency, this notice shall be given before 6 o'clock P. M. on the day preceding such operation. No operation shall be performed, and no notice of operation shall be issued until this written notice has been stamped "approved" by the Pastor and Superintendent, or in his absence by his Assistant. The Attending Surgeons (when not on their regular tour of duty) and the Consulting Surgeons who have patients reserved for their own treatment, shall send a similar written notice to the Pastor and Superintendent, who, after consultation with the Attending Surgeons on duty, shall appoint the hour for such operations and shall have the same posted on the Bulletin board.

13. Clinical instruction is permitted over patients in the Operating Room in the course of operation, while such patients are necessarily detained under the influence of anæsthetics.

No patient is to be removed from any of the wards or private rooms for purposes of scientific instruction, without the consent in each case of the Pastor and Superintendent or his representative, who shall personally interview the patient on the subject.

No Physicians or Students from outside of the Hospital Staff, or Nurses, other than those in immediate attendance on the patient concerned, shall be invited to clinical instruction in the Wards or Private Rooms of

this Hospital, without the expressed consent in each instance of the Pastor and Superintendent.

14. No capital operation, except in cases of immediate danger, shall be performed without the previous approbation of at least two Attending Surgeons, and the names of those Surgeons examining and concurring in the need of the proposed operation shall invariably be recorded in the history book as a part of the history of the case.

No capital operation shall be performed by other than an Attending Surgeon, except in cases of immediate danger, when there is not time to secure the presence of the Attending ; in which case, under the sanction of the Pastor and Superintendent, or his representative, the House Surgeon may act. This rule, however, shall not preclude an Attending Surgeon from allowing his House Surgeon, when he may deem him competent, from performing such operations as he may think safe to intrust to him, while acting under his own immediate direction and personal oversight.

15. When a patient is reported for transfer from the Medical to the Surgical service, or *vice versa*, the Attending to whose service it is desired to make the transfer, shall see the patient and decide what can be done by his treatment before the transfer is made (except in cases of a contagious nature, in which he shall act immediately through his representative on the House Staff). Report shall be made in each case for approval in the Office.

When the patient thus transferred has a complexity of diseases requiring both Medical and Surgical treatment, he shall receive such treatment in the Division to which he is transferred, and the Attending Physician or Surgeon of that Division shall have the right to ask the direction of the Attending from whose service the pa-

tient was transferred, as to the continuation of his treatment.

16. At each visit of the members of the Attending Staff on duty, they are to advise the House Physician or Surgeon under them which of the patients of their Division are "fit for discharge." No patient whose case on professional grounds is in doubt, shall, without such authority, be reported to the Pastor and Superintendent as "fit for discharge," except cases of insubordination.

17. In case any Attending Physician or Surgeon shall notice any incompetency or disobedience to his professional orders, on the part of any of the nurses of the wards in his own Division, it shall be his duty personally to report the same at once to the Supervising Nurse, or in her absence to the Pastor and Superintendent, for investigation, and, if necessary, discipline.

18. *a.* The Attending Physicians and Surgeons shall receive no fee or pecuniary compensation from any patient who comes under their care in the Wards of this Hospital.

b. Patients recommended by any member of the Attending or Consulting Staff for his own treatment in a private room, if accepted by the Hospital, may be allowed to pay his Attending Physician or Surgeon his regular professional fee ; provided : that definite arrangements therefor are made before the patient is recommended to the Hospital, and provided further, that such patient has first paid the Hospital its regular rate for board and nursing.

c. Patients applying directly to the Hospital for the use of a private room, shall be entitled to the services of any one of the Attending Physicians or Surgeons on duty, without the payment of any fee ; it being understood, however, that the Hospital Authorities shall care-

fully examine into the pecuniary means of each applicant, and if ability exists to pay for professional services over and above the Hospital charges for board and nursing, that such applicants shall be referred by the Pastor and Superintendent to one of the Attending or Consulting Staff of the Hospital to arrange in regard to his fees, and by him to be sent in and reserved for treatment.

d. After admission of a private patient no question as to professional fee shall in any case be raised.

e. If any of the Physicians or Surgeons of the Hospital shall discover in the wards patients who have secured the charitable relief of the House through misrepresentation of their means of payment, report should at once be made to the Pastor and Superintendent.

19. In case of the illness of any Attending Physician or Surgeon while on duty, or his inability from any cause to attend to his daily service, or to promptly respond to an emergency call from the Hospital, he is immediately to notify the Pastor and Superintendent thereof. In case a prolonged absence during his regular term of service is desired, he shall apply for a furlough to the Executive Committee.

CHAPTER VII.

OF THE ATTENDING ORTHOPEDIC SURGEON.

1. The Attending Orthopedic Surgeon shall have charge of all patients in the Hospital requiring special mechanical treatment.

2. All patients received for orthopedic treatment (except those recommended directly by the Attending Orthopedic Surgeon) shall be referred first to the general Surgical service of the Hospital, and then, after prompt

examination and counsel with the Attending Orthopedic Surgeon, if mechanical treatment is deemed necessary, shall be transferred, with approval of the House authorities, to the Orthopedic Department. The Attending Surgeons shall be entitled to reserve, if they desire it, one-fifth of the orthopedic cases presenting themselves for treatment.

3. The Attending Orthopedic Surgeon shall be on duty throughout the entire year, subject to such temporary "leaves of absence" as may be granted by the Executive Committee, or by the Pastor and Superintendent as their representative.

4. The Attending Orthopedic Surgeon shall visit the Hospital daily in the forenoon, and at such visits shall order the treatment, and examine personally the condition of each patient in his Department. He shall report to the Office such patients as are "fit for discharge." He shall keep an accurate record and history of each case in his service in the books provided for that purpose, and such books shall never be removed from the Hospital. As far as possible he shall adjust the splints and apparatus belonging to the Hospital to the treatment of new patients, and shall make all necessary repairs.

5. The transfer of patients from the Orthopedic service to the other services of the Hospital shall be governed by Rule 15 of the Attending Staff, except in cases of a contagious nature, in which the Attending Orthopedic Surgeon cannot be immediately summoned, in which case the Pastor and Superintendent shall exercise the right of transfer.

6. The Attending Orthopedic Surgeon shall register his visits in the books provided in the Office for the Attending Staff.

CHAPTER VIII.

OF THE AD-INTERIM ATTENDING OPHTHALMIC SURGEON.

1. The Ad-Interim Attending Ophthalmic Surgeon shall attend such employés with eye and ear diseases as may be recommended to his care by the Pastor and Superintendent.

2. He shall (in the absence of the Consulting Ophthalmic Surgeon) attend as Consultant on such cases of eye and ear disease among the patients of the Hospital as he is desired to see by the Attending Physicians or Surgeons on duty.

CHAPTER IX.

OF THE HOUSE STAFF.

1. The House Staff are appointed and advanced in the rotating service by the Executive Committee of the Board of Managers, upon the nomination of the Pastor and Superintendent, to whom all applications for admission to the House Staff shall be made.

New appointments shall require the certificate of the Examining Committee of the Medical Board that the persons nominated have stood highest in their competitive examination, and that they are fully qualified for the positions they are nominated to fill.

Nominations by the Pastor and Superintendent for advancement shall also require the certificate of professional competency from a majority of those Attendings of the Hospital under whom the candidate for advancement has previously served.

2. The positions on the House Staff are as follows: In the *Medical Service*—1. House Physician; 2. 1st

Assistant ; 3. 2d Assistant ; 4. 3d Assistant. In the *Surgical* service—1. House Surgeon ; 2. 1st Assistant ; 3. 2d Assistant ; 4. 3d Assistant.

The 2d Assistant, both in the Medical and Surgical Departments, shall serve on the opposite side from that in which he entered the Hospital Service, and from which he expects to graduate.

These positions shall each be held for six months, and advancements shall be regularly made, if full satisfaction, to both the Hospital authorities and the Attending Staff has been given by the service previously rendered.

Commissions may, however, at any time be canceled if the service ceases to be useful or satisfactory.

3. The House Staff are to exercise their several offices with diligence, and in fidelity to appointed trusts, and with loyalty to the Christian principles of the House in which they serve.

Remembering that those placed professionally under their care are sick and helpless, and thus especially objects of compassion, they are in voice and manner to treat them with all possible consideration, and as they would wish to be treated themselves were the positions reversed.

4. The members of the House Staff shall not be absent from the Hospital more than is required for needful recreation and shall always return before 12 o'clock midnight, when the doors of the Hospital are absolutely closed. Their absences shall be noted by them in a book provided in the Office for that purpose, and shall be so arranged among themselves that the House Physician and House Surgeon or their 1st Senior Assistants shall at all times be at the call of the House authorities.

5. They shall not engage in any other business during their term of service, except by special permis-

sion of the Hospital authorities; neither may they receive any fee or emolument from patients or their friends for any service performed in the Hospital.

They may, however, be permitted to collect fees for visiting cases of emergency in the neighborhood, when called on for this service by the Pastor and Superintendent, and for filling out certificates for Life Insurance Companies in the case of those patients who, while holding policies, have died in the Hospital.

They shall not treat professionally any of the employees of the Hospital unless they are committed to their care by the Pastor and Superintendent, the Supervising Nurse, or the head of the Housekeeping Department.

6. The House Physician or the House Surgeon, or their Assistants, may at any time be called upon to examine applicants for admission to the Hospital, and shall report thereon to the Pastor and Superintendent or to his Assistant.

7. They shall visit new patients immediately upon their admission to the ward, and shall advise the Head Nurse, or in her absence the 1st Nurse under her, as to the necessities of the case. They shall further give the Head Nurse such instructions concerning the diseases under treatment as is necessary to the intelligent nursing of the sick.

8. They shall not remove patients from one ward to another, but shall report such recommendations to the office. They shall not remove patients from one position in a ward to another; but, if professional reasons exist for such removal, they shall be communicated to the Head Nurse of the ward.

9. The government and discipline of the Hospital is in no degree intrusted to the House Staff, but they are to

treat the Nurses of the various wards with due courtesy and respect.

Any failure in carrying out strictly professional orders on the part of the Nurses of any grade is to be at once reported to the Supervising Nurse, who in turn shall report to the Pastor and Superintendent.

10. All orders for the patients are to be legibly written in an Order Book provided for this purpose.

11. Gynecological examinations on patients in the Hospital, when necessary, shall always be made by the House Physician or the House Surgeon, a female nurse being invariably present.

12. The House Physician and the House Surgeon shall each have charge of, and keep an inventory of all the instruments and apparatus of their respective Departments, and shall be responsible for their being kept in good order. On assuming and retiring from their office they shall check over all their instruments with the inventory, shall see that all borrowed instruments are returned, and the *outgoing* and *incoming* Officer of each department shall each make a written report on the same to the Pastor and Superintendent.

13. The House Physician, or the House Surgeon, shall inform the Pastor and Superintendent whenever an operation is decided upon, which notice shall be left in the office before 6 p.m. on the day preceding such proposed operation. They shall confer with the Pastor and Superintendent, or the Supervising Nurse, whenever desired so to do, on whatever may concern the well-being of the patients or the general interest of the Hospital in their Departments.

14. In any medical or surgical case of emergency the House Physician or the House Surgeon shall request

the immediate attendance of the Attending Physician or Surgeon in charge, and in case he cannot be found, the Pastor and Superintendent shall summon any of the other Physicians or Surgeons of the Hospital. The House Physician shall prescribe for any case of emergency which may arise among the children in the Orthopedic Service in the absence of the Attending Orthopedic Surgeon.

15. The House Staff shall make their morning rounds punctually each day at 9 o'clock, and their evening rounds immediately after the Chapel service. They shall so arrange their work that the dressings in the Surgical Department, except in emergency cases, shall be made in the morning, and that the first examination of new cases in both Departments shall be made at other times than during the regular rounds.

16. They shall accompany the Attending Physicians or the Attending Surgeons in their visits to the wards of their Division, and the senior member of the House Staff present shall report the state of each patient to his Attending, and the treatment each one has received since his last visit.

17. The House Physician and the House Surgeon shall be held responsible for full and accurate histories being taken of every case which comes under their professional charge, which shall be preserved in the books provided for the purpose according to the rules which may from time to time be made by the Medical Board.

18. The House Physician, or the House Surgeon, or their respective Assistants, will be asked by the Head Nurses as to the safety, on professional grounds, of granting "passes" to those patients who ask for them.

19. Should the necessity arise for extra nurses to care for special cases, the House Physician or the House

Surgeon, or, in their absence, their Assistants, are to give timely notice thereof to the Supervising Nurse.

20. The House Staff shall not discharge patients, but shall report those "fit for discharge" respectively as "cured," "improved," "unimproved," or "insubordinate," to the Pastor and Superintendent. In either of the three latter cases the reasons for recommendation of such discharge shall be stated.

21. The House Physician and the House Surgeon shall daily record on a slate, provided in the Office for that purpose, the names of patients in their departments whom they consider "*seriously ill*" or "*in extremis*," and shall leave necessary orders as to visitors both in the Office and with the Head Nurse.

22. Post-mortem examinations shall not be made without written authority from the Pastor and Superintendent, who, before giving such authority, shall obtain the free consent of the relatives of the deceased, which shall be duly recorded in a book provided for this purpose.

23. The Pastor and Superintendent shall accord a three weeks' vacation in the course of the year to each member of the House Staff, during which time the Pastor and Superintendent shall appoint a substitute to fill the temporary vacancy. Applications must be made in writing and indorsed by the House Physician or Surgeon and by the Attending Physician or Surgeon in the division to which the applicant belongs. Special leaves of absence may be accorded the members of the House Staff for cause, at other times, which shall be duly reported to the Attending Physicians or Surgeons on duty and to the Executive Committee.

24. To each member of the House Staff who passes creditably through the various grades of the service, there shall be given, on his graduation, a diploma, signed by

the Pastor and Superintendent, and the President and Secretary of the Board of Managers, under the seal of the Corporation, and also a certificate of professional skill, signed by each member of the Medical Board of the Hospital.

25. The books containing the histories of patients are hospital property, and, containing as they do confidential communications, are open to the inspection of no one, excepting the Hospital Staff, without the sanction of the Pastor and Superintendent, as the representative of the Board of Managers.

CHAPTER X.

OF THE PATHOLOGIST.

1. The Pathologist shall be held personally responsible to the Board of Managers, and to the Pastor and Superintendent, as their representative, for the conduct of his Department.

2. The Pathologist shall be present and make all post-mortem examinations at the regular hour of 1.30 o'clock in the afternoon, or at such hour as may be found convenient for the Pathologist and the Attending Physicians and Surgeons on duty.

3. The Pathologist shall promptly furnish reports in all cases where specimens have been submitted to him by the Attending Staff for microscopic or chemical examination, and in cases of necessary delay shall at once notify the Hospital authorities as to the cause of the delay, and as to the time when the report may be expected.

4. The Pathologist shall send to the Museum of the College of Physicians and Surgeons such specimens as it is desirable to have preserved.

5. The Pathologist shall have a separate register in which he shall record his post-mortem examinations and other pathological records, making references to the page in the Case Book in which the full history of the case is found.

This register shall not be removed from the Hospital, but shall be kept with the other Hospital Case Books in the Office of the House Staff, and shall be subject at all times to the inspection of any member of the Medical Board.

CHAPTER XI.

OF THE APOTHECARY.

1. The Apothecary shall be a graduate of, or shall have a license from, the College of Pharmacy. He shall be nominated by the Pastor and Superintendent, and appointed by the Executive Committee, and shall reside in the Hospital.

2. He shall have the immediate care and custody of all drugs, medicines, and other articles belonging to this Department, and shall be responsible therefor.

3. His department shall be kept open on week days from 8.30 to 12.30 A.M., from 5 to 5.30, and from 7 to 7.30 o'clock P.M., and on Sundays from 9 to 10 A.M., and from 7 to 7.30 P.M.

4. He shall make requisitions in the Requisition Book for all medicines and supplies required in his Department, and shall purchase the same when requested to do so by the Pastor and Superintendent.

5. He shall compound, prepare, and deliver all medicines which may be prescribed, with exactness and promptitude.

6. He shall deliver no medicine or any other article from this Department unless on requisition for supplies from the Head Nurses in charge of the medicine closets of the various wards, or on a direct or written order from the Pastor and Superintendent. Requisitions for medicines for the wards are to be made by sending the ward bottles to be refilled, or by sending the Ward Book with the Doctor's orders therein.

7. He shall keep an accurate record of the stimulants, preparations of opium and its alkaloids, and of all surgical supplies furnished to the various wards.

8. He shall furnish for the Medical Board a monthly statement of the quantity of stimulants, and of the opium, its preparations and alkaloids, used in each ward of the Hospital, with the average number of patients in each ward.

9. He shall report at once to the Pastor and Superintendent any unusual or excessive use of stimulants or medicines in any Department of the Hospital, or any demand for expensive drugs.

10. He shall see that all medicines issued from his Department are properly labeled, with especial written precautions in the case of all medicines of a very potent nature as to the maximum dose, as stated in the U. S. Dispensatory or other recognized authority.

11. He shall spend at least one hour in each week in giving class instruction to members of the Training School for Nurses who may be sent to him, on the nature, action, and dispensing of drugs, and shall conduct the examinations on those subjects.

CHAPTER XII.

RULES FOR THE HEAD OF THE HOUSEKEEPING
DEPARTMENT.

1. The Head of the Housekeeping Department shall be a Christian woman of capacity and experience befitting the direction of a large number of servants. She shall be appointed by the Pastor and Superintendent, with the approval of the Executive Committee.

2. She shall be responsible for the neatness and good order of the whole house, excepting the wards.

3. She shall have the arrangement and oversight of the diet, and of all the other domestic departments, engaging and discharging, under direction of the Pastor and Superintendent, all the female servants and attendants of her Department.

4. She shall keep account, in a book provided for that purpose, of all donations, other than money, made to the Hospital. She shall check over weekly the books and vouchers of her Assistants and of the Linen Mistress, sending all the vouchers to the Office. She shall fill out on the last day of each month, in a House book provided for that use, the name and wages of each female employé in her Department.

5. She shall enter in the Requisition Book in the Office all new supplies needed for her Department.

6. She shall dispense to the Supervising Nurses, on their requisition, the diet, supplies, and nursing appliances needed in each ward, and for each private patient.

7. She shall be directly responsible to the Pastor and Superintendent for the conduct of her Department.

CHAPTER XIII.

RULES FOR THE SUPERVISING NURSES.

1. The Supervising Nurses shall be Christian women, of capacity and experience fitting them to train and direct a large body of nurses. They shall be appointed by the Pastor and Superintendent, with the approval of the Executive Committee.

2. The 1st Supervising Nurse shall be responsible to the Pastor and Superintendent for the neatness and good order of the wards, for the maintenance, as far as is possible, of the standard temperature of 70° Fahrenheit and for the nursing of all the patients, including the administration of drugs, the dispensing of the diet, the taking of temperatures, the application of cups, poultices, and plasters, and all the bandaging and the dressings which may be committed to her Department by the House Physician and Surgeon, and she shall see that full and regular reports as to the condition of the patients are made to the Attending and House Staffs.

3. The 1st Supervising Nurse shall be empowered to engage and discharge, under the direction of the Pastor and Superintendent, all the women servants in her Department, and shall, on the last day of each month, fill out, in a book provided for that purpose, the name and wages of each employé in her Department.

4. She shall make daily requisitions on the Head of the Housekeeping Department for such ward supplies and special diet as she may need.

5. She shall make an itemized report of the Nursing Department on the 18th day of each month to the Pastor and Superintendent, and shall pay to him the amount of her monthly receipts for books, dress material, etc., from the nurses.

6. She shall submit applications for admission of probationers to the Training School, with their commendatory letters, and her own recommendation thereon, to the Pastor and Superintendent before candidates are invited to the hospital, and also shall submit to him with her recommendation such probationers as to her satisfaction have passed through their probationary term, for his action thereon in admitting them to the Training School.

7. She shall be responsible to the Pastor and Superintendent for the conduct and discipline of her nurses, both when they are on and off duty, for their attendance at the religious services of the House, and for the tidiness of their rooms.

8. Each nurse who shall have served for two years in the wards of this Hospital, to the satisfaction of the Supervising Nurse, of a Special Committee of the Medical Board appointed for that purpose, and of the Pastor and Superintendent, and who shall be deemed a thoroughly competent and reliable nurse, shall be entitled to receive a diploma for such service from the Hospital.

9. The Supervising Nurses shall keep the Register of the Hospital for private nurses under rules made by the Pastor and Superintendent.

CHAPTER XIV.

RULES FOR NURSES.

In this Hospital, as a branch of the Church's mission in Christ's name to the sick and suffering, the nurses are expected to perform their duties with loyalty to the Christian principles of the House in which they serve.

Remembering that those placed under their care professionally are sick and helpless, and thus especially objects of compassion, in voice and manner they are to treat them with all possible consideration, and as they would wish themselves to be treated were the positions reversed.

RELIGIOUS SERVICES.

The work is so arranged that all the nurses on duty in the Wards (and as far as possible those on duty in private rooms) every other evening, and once on the Lord's day, are expected to be present at public worship in the Chapel.

They also are expected to attend the Monthly Class instruction given to the nurses by the Pastor and Superintendent.

It is also hoped that *at least* once in each month those who are communicants will receive the Holy Communion.

SPECIAL RELIGIOUS SERVICES WITH THE SICK.

The Religious services of the House are under the direction of the Pastor and Superintendent.

In case any patient desires the services of a clergyman not in the House, the Head Nurse of the Ward is expected at once to notify the Pastor and Superintendent, or in his absence the Assistant Pastor and Superintendent or the Chaplain of such desire.

The same officers are at once to be notified in case a patient is taken suddenly and critically ill.

DISCIPLINE.

All patients will be allowed to speak freely to the Pastor and Superintendent on any subject which concerns themselves or their care.

Insubordination, or defiance of discipline on the part

of any patient should be reported to the Pastor and Superintendent.

HOURS OF DUTY.

The hours of Duty for Nurses are regulated by the Pastor and Superintendent. The nurses must be in their respective wards promptly at the appointed hours.

HEAD NURSES.

The Head Nurse of each ward shall be responsible to the Supervising Nurse for the ward committed to her care. She shall see that all patients are kindly, promptly, and attentively cared for. She shall see that strict cleanliness is enforced, the utensils being always kept clean when not in use. She shall see that each patient is thoroughly bathed or sponged as soon after entering the ward as the condition of the patient will allow; that the patients are regularly bathed or sponged once in each week or oftener, if needed; that the feet of each patient are cleansed at least twice in each week; and that the toilet of each patient is made every morning, and as much oftener as is necessary. All patients who in the opinion of the Physicians and Surgeons are well enough, shall take their baths in the bath-room. The bedsteads are to be thoroughly washed every week, and the bed-linen is to be changed twice a week, or oftener if necessary.

ABSENCE OF HEAD NURSE.

The hours of duty for the Head Nurses shall be arranged by the Supervising Nurse; and, whenever any Head Nurse leaves her ward, she shall, under the direction of the Supervising Nurse, see that some sufficiently competent and experienced nurse is left in charge.

CARDS OF ADMISSION.

Cards of admission are sent to the wards with each new patient, on which is written the patient's name, date of admission, and the bath and diet ordered.

If a card of admission is not supplied to a ward within one hour after the arrival of a patient, it must be reported to the Office.

PATIENTS' CLOTHING.

When a patient is admitted to a ward, a complete list of his or her clothing and effects is to be made in a book provided for the purpose. All clothes are to be plainly marked, and those that go to the Laundry indelibly so. All infected clothes are to be at once sent to the Laundry to be boiled.

TEMPERATURE, PULSE, ETC.

The Nurses shall note the temperature and pulse of each patient; they shall supply all minor dressings, and assist the House Staff in the performance of their duties as far as is necessary. An unfavorable change in the condition of any patient shall at once be reported to the proper member of the House Staff.

ORDERS.

All orders shall be written in the Order Book by the members of the House Staff.

PATIENTS' DIET.

All prescriptions for diet will be written in the Order Book, according to the classification in the Dietary, by the Physicians or Surgeons, and *must* be rigidly adhered to.

PATIENTS' MEALS.

Patients' meals shall be properly prepared and served by the Head Nurse of each ward, who shall say grace before each meal in the Dining-room of her ward. Particular care must be exercised to see that there is decorum observed at the table, and that there is no unnecessary waste. The fragments left after meals are to be sorted, with a view to economical housekeeping, and returned to the Kitchen.

DISHES,• ETC.

All dishes not belonging to the ward must be promptly returned to the Kitchen. All dishes broken must be reported daily to the Supervising Nurse on her morning round.

SCREENS.

Screens shall be used to avoid the exposure of any patient.

DISCHARGE OF PATIENTS.

The Pastor and Superintendent or his designated representative discharges all patients. When a patient is thus discharged, he or she must be properly dressed, their effects given them, and their card brought at once to the Office. When a patient dies, the card is to be signed by the House Physician or Surgeon at the bedside of the deceased patient, and carried at once to the Office. The effects of the patient, including articles of jewelry worn by deceased, must be at once carefully collected and left at the Office to await the order of relatives or friends. The body of no deceased person is to be allowed to remain in the ward over an hour.

WASHING.

All articles requiring washing in the Rinse Closet *must* be taken there and attended to *immediately* after the dressings are complete. All soiled clothes not included in the above must be placed in their proper receptacle until the regular time for taking them to the Laundry.

INSTRUMENTS, APPLIANCES, ETC.

Nursing instruments are furnished and marked for each ward and the Head Nurses are held accountable to the Supervising Nurse therefor. All splints and apparatus are to be returned to the Splint Room, and all appliances, empty bottles, and unused medicines to the Apothecary.

MEDICAL VISITS.

The Nurses shall attend the visits of the Physicians and Surgeons, and shall give such information and render such assistance as is in their power..

ASSISTANT NURSES.

Assistant Nurses shall perform such duties as the Head Nurse may assign them.

NURSES' ABSENCES.

Each Nurse shall have one afternoon and one evening in each week for recreation, and on other days will be expected to take one hour for out-of-door exercise and change; on Sunday four hours will be allowed as opportunity for Public Worship.

VISITING.

Visiting from ward to ward is prohibited, and when off duty Nurses shall not return to their wards except by special permission.

NURSES' MEALS.

Nurses shall take their meals in the Nurses' Dining-room at the appointed time, and in their proper turn.

EMERGENCIES.

All Nurses are subject to emergency calls day or night.

NIGHT NURSES.

Night Nurses are to remain in bed from 9 A.M. to 3 P.M. They are not to leave the Hospital for the day without special permission. Their dinner will be served promptly at 6 P.M. When on duty, they are to remain strictly in the ward assigned them, except when it is necessary to report a case. All cases requiring attention should be reported to the Head Night Nurse, who shall exercise her own discretion about calling up the House Staff. All night orders for subcutaneous injections are to be carried out by the Head Night Nurse.

THE OPERATING ROOM NURSE.

The Operating Room Nurse, being liable to be called at any time, night or day, for duty, must make daily arrangements with the First Supervising Nurse, as to her hours for recreation.

She shall have charge of the Operating Room and of the Splint Room, and shall be responsible for their order and for the work done therein to the First Supervising Nurse.

Her term of service shall be three months. If her service has been in every way satisfactory, she shall receive a special diploma therefor, signed by the First Supervising Nurse, the Surgeons under whom she has served, and the Pastor and Superintendent.

NURSES' DRESS.

All Nurses, when on duty, must wear their uniform.

NURSES' VACATIONS.

All Nurses are allowed three weeks' vacation in each year. For all other time of absence from work, deduction will be made.

ORDERLIES.

The hours of duty for Orderlies are arranged by the Supervising Nurses and the Pastor and Superintendent.

REMAIN IN WARDS.

They shall remain in their respective wards during the hours of duty, unless occupied in the Operating Room, or elsewhere in work pertaining to the Wards.

ORDERS AND CALLS.

They shall be under the direction of the Head Nurse, and shall carry out all orders, and answer all calls promptly, and in a pleasant manner.

CATHETERIZATION.

Orderlies are not to Catheterize patients.

FURNITURE AND MATTRESSES.

They shall remove broken furniture to the basement, and shall change Mattresses, carrying them to the gallery to be aired, and shall be responsible that they are brought in during storms.

MEDICAL AND SURGICAL VISITS.

They shall be present in the ward during the visits of the Physicians and Surgeons. They shall assist the House Staff and Nurses in Surgical dressings, in caring for the patients, and in the heavy work of the ward, supplying apparatus, changing beds, carrying clothing, etc., etc.

ABSENCES.

Each day orderly may have one afternoon in the week after 3 o'clock, and two hours on Sunday, this time to be arranged according to the necessities of the Ward work. After they have served the Hospital for a year they shall be entitled to a vacation of two weeks.

CASES OF DOUBT IN AUTHORITY.

Any question of authority or neglect of duty must be reported at once to the 1st Supervising Nurse, and by her to the Pastor and Superintendent.

THE NURSES' HOME.

- 1.—The rooms at the Home must always be open for inspection. Each occupant is required to keep her room in a neat and orderly condition, and to air it daily.
- 2.—The gas in the sleeping rooms must be turned off at 10.30 P.M. Matches are not to be scratched on the wall or woodwork. Nails must not be driven into the walls without permission.
- 3.—Bed linen must be changed each week, and left outside the door of each room, when it will be replaced by clean articles. Personal clothing must be indelibly marked, listed, and left at the appointed place before 5.30 every Monday morning.
- 4.—The Housemaid for each floor will supply blankets when requested.
- 5.—When nurses are sick they must report to the 1st Supervising Nurse. They are not, without an order from her, to obtain medicine or stimulants from the Ward Medicine Closets or from the Drug Department.

- 6.—Nurses desiring to remain out after 10 P.M. must obtain permission and a special pass from the Supervising Nurse of her Department.
- 7.—Abstracts of lectures are to be left on desk in office of 1st Supervising Nurse not later than the Saturday evening following the day on which the lecture was delivered.
- 8.—All uniform materials, books, lecture paper, etc., are to be obtained at the office of the 1st Supervising Nurse Monday evenings between 7.30 and 8.30.
- 9.—Nurses may receive their friends at the reception room in the Hospital; they may entertain them in the parlor of the Home; they are not allowed to take them to their sleeping rooms.
- 10.—Nurses are cautioned not to leave money in their rooms, as the Hospital will not be responsible therefor.

BREAKFAST.

Assistant Nurses, 6.15 A.M. Head Nurses, 6.45 A.M.
Night Nurses, 7.00 A.M.

DINNER.

Assistant Nurses, 12.00 M. Head Nurses, 12.30 P.M.
Night Nurses, 6.00 P.M.

SUPPER.

Assistant Nurses, 5.00 P.M. Head Nurses, 6.00 P.M.
Night Nurses, 12.00 P.M.

RULES FOR PATIENTS.

All patients admitted to the Hospital will be required to conform to the rules of the house. Patients receiving charity are expected to show a readiness to oblige one another and to assist in such becoming services in the wards as their health enables them to perform, remembering that they have voluntarily come into a household of which the great law is that of mutual kindness and brotherly love.

1. Profane or indecent language, irreverent behavior at the services of religion, the expression of immoral or infidel sentiments, and the like, are offenses for which a patient will forfeit his place in the Hospital. There must be perfect silence in the wards during the religious services, and during the doctor's regular professional rounds. Loud talking, reading, or calling across the ward are not allowed at any time.

2. Patients are not allowed to leave the wards to which they respectively belong, except for the corridors attached to their wards, and the Chapel, without permission. When desiring to go beyond the bounds of the Hospital, patients must obtain a pass and leave it at the Office. Monday is the regular "pass day." Passes are not granted on other days except for special cause, when they must be indorsed "approved" by the Pastor and Superintendent.

3. All wines, spirituous liquors, medicines, fruits, food, or delicacies of any kind, excepting those prescribed and furnished by the Hospital, or furnished by express permission of the Hospital authorities, are strictly prohibited. Any patient receiving such articles irregularly through his friends will make himself liable to discharge. Only such books, pamphlets, newspapers,

and packages are allowed in the wards as are approved by the Pastor and Superintendent.

4. No patient may purchase, or procure any member of the household to purchase for him, any articles whatsoever without leave to that effect.

5. Patients are expressly forbidden to spit anywhere excepting in their spittoons, or to use chewing tobacco without the permission of the House Physician or Surgeon.

6. Patients must not open or shut any window or register of a ward at their own option.

7. The hour for patients in the wards to retire to their beds is 9 P.M.

8. The Hospital will not be responsible for any property belonging to patients; but there is a safe in the Office where money and valuables may be deposited, for which articles, when so deposited, a receipt will be given.

9. When a patient desires the visit of a clergyman not in the house, he must signify the same to the Pastor and Superintendent, who may, at his discretion, invite the clergyman, with the understanding that he will confine his visit to the person desiring to see him.

10. No officer, nurse, or servant of the household is allowed to receive any gift or fee from a patient in the Hospital,

VISITORS.

1. Visitors desirous of seeing the institution will be admitted on Thursdays, between ten and twelve, and between three and five o'clock.

2. The friends of patients are admitted to the general wards from ten to twelve o'clock on Tuesdays, Thursdays, and Saturdays.

3. Women visitors, unless near relatives, are not admitted into the Men's Wards, nor men visitors into the Women's Wards.

4. All visitors are respectfully requested to leave when the bell rings at the expiration of the visiting hour.

5. The cards of visitors to the private patients will be taken to their rooms, under restrictions imposed by the attending doctor, daily (except Sunday), from 10 A.M. to 1 P.M.; from 3 to 5 and from 7 to 8 P.M.; on Sundays from 2 to 3.30 P.M. Such visitors will be expected to leave the rooms of their sick friends during the doctor's visit, and during hours of Divine worship in the Chapel. They are to leave before the doors of the Hospital are closed at 10 P.M.

6. Sunday is not a visiting day in this Hospital. To accommodate the relatives of the patients in the wards who find it impossible to call on the visiting days, those who attend the Chapel services will be allowed, at the conclusion of public worship, to remain in the wards for a short time. These Chapel services are held at 4 P.M.

7. In cases of extreme sickness special passes will be granted to the immediate relatives of the sick patient.

8. No fruit, liquors, or delicacies of any kind whatsoever may be taken by the friends of patients into the wards or private rooms. All such articles must be left at the Office, and, if approved by the doctors in charge of the patients for whom they are intended, they will be delivered.

DIETARY.

REGULAR HOUSE DIET.

BREAKFAST.

Tea, coffee, oatmeal, hominy, or Indian meal, and milk, bread and butter, or toast, or rolls, with one of the following relishes: beefsteak, hash, eggs, with fresh fish on Wednesdays and Fridays.

DINNER.

SUNDAY.—Soup, roast beef, potatoes, tomatoes, rice pudding.

DELICACIES FOR THE SICKEST: Oyster or clam soup, raw oysters, mutton chops, chicken, custard.

MONDAY.—Bean soup, beef-stew, potatoes, turnips, rice and raisins.

DELICACIES FOR THE SICKEST: Same as on Sunday, except tapioca pudding, and stewed apples instead of custard.

TUESDAY.—Same as on Sunday.

DELICACIES FOR THE SICKEST: Same as on Sunday.

WEDNESDAY.—Mutton soup with barley, mutton-stew, potatoes, pudding.

DELICACIES FOR THE SICKEST: Same as on Monday.

THURSDAY.—Bean soup, beef pot-roast, potatoes, turnips, rice pudding.

DELICACIES FOR THE SICKEST: Oyster or clam soup, raw oysters, mutton chops; chicken broiled, fricasseed, or roast; custard, stewed apples.

FRIDAY.—Soup, roast beef, potatoes, tomatoes, bread pudding.

DELICACIES FOR THE SICKEST: Oysters or clams, boiled fish; chicken broiled, fricasseed, or roast.

SATURDAY.—Same as on Thursday.

DELICACIES FOR THE SICKEST: Same as on Thursday.

SUPPER.

Tea, milk, farina, toast, bread and butter, stewed fruit, ginger-bread.

N.B.—This food is not given out by weight and measure. The House-keeper is notified each day of the number of patients in each ward, and supplies accordingly. The Head Nurse of each ward can obtain more, if needed, and is held responsible by the Supervising Nurse for preventing waste.

SPECIAL DIET.

I. MILK DIET.

Four quarts of milk per patient is provided for patients confined to this diet.

II. LIGHT DIET.

BREAKFAST.—Tea, coffee, milk, oatmeal, white or brown bread, rolls or toast, eggs, fresh fish, fried calf's liver.

LUNCH.—Beef tea or milk, with bread and crackers.

DINNER.—Oyster, clam, chicken, veal, mutton, or vegetable soup. Raw oysters, fish, bread, mutton, chicken, rice, potatoes, stewed tomatoes. Rice, bread, tapioca, corn starch, farina, or custard pudding. Ice cream.

SUPPER.—Tea or milk, white and brown bread, toast, farina.

III. FARINACEOUS DIET.

Like light diet, without eggs, fish, or meat.

IV. NITROGENOUS DIET.

Meats, broths, green vegetables, milk, eggs, small amount of Graham bread. No other farinaceous food.

V. EXTRA DIET.

As may be ordered by the Attending Physician or Surgeon.

SPECIAL

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